



Tips and Tidbits
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Question: What are Conditions of Employment? Who determines what they are? Where are they found? How do these conditions affect applicants and current employees?

Conditions of employment are personnel policies, practices, and matters, whether established by rule, regulation, by custom or practice that affect working conditions. Some of the most frequently used conditions of employment are: pre-employment physicals and subsequent periodic medical examinations; the requirement for the applicant/employee to obtain and maintain a Secret, or higher, security clearance; travel away from the normal duty location on a frequent basis, normally designated as a percentage of time; periodic and random urinalysis drug testing; submission of a Financial Disclosure Statement; seasonal influenza vaccinations; rotating shifts to include weekends and/or holidays; wearing of personal protective equipment or uniforms; the requirement to be on-call 24 hours a day, 7 days a week; obtaining and maintaining certifications or licenses, qualifications testing; operating motor vehicles or forklift operations; possessing and maintaining a valid state driver's license; or working inside or outside in all types of weather conditions and/or around hazardous materials.

Some conditions of employment are determined by management while others are required by the individual positions to ensure successful mission accomplishment.

Conditions of employment are listed on position descriptions and are clearly delineated. When a vacancy exists and the position is announced, the conditions of employment are required to be listed on the vacancy announcement as well. This serves to notify potential applicants of the conditions prior to self certification. It provides awareness that, in addition to meeting required experience/education, there are other conditions that must be met prior to employment in the position. Accordingly, they are critical in determining a candidate's suitability to qualify for the position.

Applicants must be willing and able to perform and obtain the necessary requirements of the position prior to self certification during the application procedure. This is instrumental in determining suitability in fulfilling the portion of the vacancy announcement related to the mandatory conditions of employment. Some of the most troublesome conditions of employment for applicants are those surrounding responses to past, personal history because that history could result in an applicant being prevented from gaining Federal employment (due to the inability to obtain a security clearance for instance). During the application process, potential candidates are

required to complete various forms (ex: OF 306, Declaration of Federal Employment, Statement of Understanding, etc). On these forms, the nominee attests to the fact that it is their responsibility to disclose any and all information related to violations of law, even if the case was later deemed a “dead docket” or “dismissed” and charges were never upheld. In addition, the forms contain information that the individual has answered all questions accurately and truthfully. Should there be any false statements, the tentative job offer received for employment with the Department of the Army will be withdrawn in accordance with Office of Personnel Management (OPM) Suitability/Adjudication and 5 CFR Part 731.

In the event of changes to the conditions of employment of a current employee’s position, the new/changed conditions must be met in order to continue employment. Should the change in conditions require a security clearance, driver’s license, or other type of condition of employment, it is management’s responsibility to ensure that the affected employee(s) be given an opportunity to obtain the necessary new requirements for the position. If the employee is unable to obtain the new requirements to perform the duties, further action on the disposition of the employee will need to be considered. If this change affects a bargaining unit member’s conditions of employment, implementation should be delayed until all statutory and contractual collective bargaining obligations have been met.

For additional information, please contact your servicing HR Specialist.

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